

## **PERSONNEL BOARD SUMMARIZED MINUTES**

**Monday, March 4, 2013 - 6:00 p.m.**

Call to Order/Roll Call of Members: Present: Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena (arrived 6:20 p.m.), Member; and Beatriz Sosa, Member. Also present: Melissa Negron, Human Resources Director; William Grodnick, City Attorney; and Bridget R. Bosch. Absent: Mr. Carneval, Chairperson

### **AGENDA**

1. Request to approve the minutes of the February 2013 Personnel Board meeting.

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received February 2013. NONE

*The following are from prior months that had not been previously reported:*

1. Christopher Perez	Police Department
2. Otniel Figueroa	Solid Waste Department
3. Henderson Gray (2)	Solid Waste Department
4. Robert Henry	Solid Waste Department
5. Kiveron Jameson	Solid Waste Department
6. Brentz Johnson	Solid Waste Department
7. Lacarious King	Solid Waste Department
8. Maria Mena	Solid Waste Department
9. Eugenio Morales	Solid Waste Department
10. Ronnie Williams	Solid Waste Department

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for February 2013.

**SO NOTED.**

4. Report of Civil Service **Appointments** for February 2013.

**SO NOTED.**

5. Report of Civil Service **Resignations** for February 2013.

**SO NOTED.**

6. Report of **Maternal/Paternal Leave** for February 2013.

1. Alberto Marrero Water & Sewers Department
2. Ibrahin Horta Water & Sewers Department

**SO NOTED.**

7. Report of **Leave of Absence** for February 2013. NONE

**SO NOTED.**

**Ms. Pena arrived.**

8. Request to conduct a Civil Service examination for the **Director of Finance (Javier Collazo)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description, eligibility list and resume are attached.

Management

**APPROVED.** Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Director of Fleet Maintenance (Anibal Rioseco)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description, eligibility list and resume are attached.

Management

**APPROVED.** Motion by Ms. Infante. Second by Ms. Pena. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the **Recreation Leader II** position with the following criteria and remaining merge name from current eligibility list:

- a. In-House
- b. 100% Written
- c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

**APPROVED.** Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the **Recreation Manager** position with the following criteria and merge remaining names from current eligibility list:

- a. In-House
- b. 100% Written
- c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 48 - \$1056 - \$2127 Bi-weekly

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

12. Request to conduct a Civil Service examination for the **Water and Sewers Inspector Trainee** position with the following criteria:

- a. In-House
- b. 60% Written
- c. 40% Education & Experience
- d. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 43 - \$790- \$1457 Bi-weekly

**Tabled with the following recommendation: raise the range of the position and remove the word "trainee" from position name.** Motion by Ms. Pena. Second by Ms. Sosa. Passed by unanimous vote.

13. Request to hear **Unfinished Business.**

14. Request to hear **New Business.**

**NEXT PERSONNEL BOARD MEETING: "April 1, 2013"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.